Cleveland State University
Department of Environmental Health & Safety
Contracted (Outside) Employee (Non-University)
Hot Work Permit

Outside contractors intending to perform "hot work" (defined as any welding, flame cutting, grinding, or other heat, fire, or spark-producing activity) as part of their renovation project on campus, shall be instructed to secure a hot work permit IN ADVANCE OF WORK by the appropriate University Project Manager or Supervisor. Designated CSU officials (Plant Services Building) shall issue a permit based on verification of conditions below applicable to proposed work.

NOTE: Permit is to be posted at job site and shall expire twenty-four (24) hours following the start time indicated, unless indicated otherwise.

Date of Work: _____ Start Time: _____
Responsible Person: _____
Work to be performed: _____
Building:_____ Room Number/Area:_____
Company Name: _____

A check indicates the item(s) have been addressed by the employee:

	Yes
*Equipment to be used is in good operating condition	□
*Workers have proper personal protective equipment to safely perform work	□
*All flammable and combustible materials within thirty-five (35) feet of operation have been relocated; any remaining have been protected using flame-proof curtains	□
*Floors have been swept clean and, if necessary, wetted	□
*Portable fire extinguishers are available and workers are trained in their use	□
*Workers advised on process of initiating a fire alarm	□
*Sprinklers are operational and will not be taken out of service during work	□
*Smoke alarms are operational and will not be taken out of service during work	□
*Fire alarms will not be taken out of service during work	□
Should fire alarm or suppression systems require inactivation, fire watch has been arranged with CSU Fire Safety (requires signature of University Fire Inspector)	□

_____ _____
University Fire Inspector Date

I affirm that the above precautions have been taken _____ _____
Outside Contracted Employee Date

Approved _____ _____ _____
CSU Approval Date Department